



Government of the District of Columbia
Department of Health
Health Regulations and Licensing Administration
899 North Capitol Street NE, Washington, DC 20002
Mail application to P.O.Box address below
www.doh.dc.gov/pcd



Please print clearly in ink and in upper case letters only. Failure to complete all sections and submission of required documentation will result in the delay of license issuance.

CONTROLLED SUBSTANCE REGISTRATION APPLICATION FOR HEALTHCARE FACILITIES

Application Type <input type="checkbox"/> Initial <input type="checkbox"/> Change of Name <input type="checkbox"/> Change of Proprietorship <input type="checkbox"/> Change of Location (Provide license number) <input type="checkbox"/> Renewal (Provide Controlled Substance Registration number): _____	For Official Use Only Approved: _____ Date: _____
Profession Type <input type="checkbox"/> Pharmacy <input type="checkbox"/> Distributor <input type="checkbox"/> Manufacturer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Substance Abuse Facility <input type="checkbox"/> Researcher <input type="checkbox"/> Veterinary Clinic <input type="checkbox"/> Fire and EMS <input type="checkbox"/> Other(specify below) _____	
Choose Controlled Substance Schedules applicant is applying for: <input type="checkbox"/> Schedule I (Required: submit written proof why Schedule I is being requested) <input type="checkbox"/> Schedule II <input type="checkbox"/> Schedule IIN <input type="checkbox"/> Schedule III <input type="checkbox"/> Schedule IIIN <input type="checkbox"/> Schedule IV <input type="checkbox"/> Schedule V	
Applicant Information _____ Name of Applicant(If applicant is a person) or Name of Facility (If applicant is a Business) _____ Street No. Street Name Suite No. _____ City State Zip Code _____ Phone Number Fax number E-Mail Address	

Mailing Address

☐ Yes ☐ No

Mailing Address (If Different) or DC Business Affiliation(Required for Researchers and Resident Health facilities)

Street No. Street Name Suite No.

City State Zip Code

Work Phone Number Fax Number E-Mail Address

All Applicants must answer the following questions; Any question that does not apply to the applicant must be answered as N/A.

- A. If the applicant is a corporation, association or partnership, has any officer, partner, stockholder or proprietor been convicted of a felony in connection with controlled substance under District of Columbia, State or Federal law? ☐ Yes ☐ No
- B. Has the applicant been convicted of a felony in connection with controlled substance (CS) under DC, State or Federal Law? ☐ Yes ☐ No
If the answer is **Yes**, submit a written explanation.
- C. Has the applicant ever surrendered or had a controlled substance registration revoked, suspended or denied? ☐ Yes ☐ No
If the answer is **Yes**, submit a written explanation.

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, ALL OF THE STATEMENTS MADE ARE TRUE, COMPLETE, AND CORRECT

Signature of Applicant/authorized Individual Name and Title Date

**Submit Application and Fee of \$130 made payable to “DC TREASURER” to: DOH-PHARMACY
P.O.BOX 37803
WASHINGTON, DC 20013**

Note: Applicants seeking fee waiver under 22DCMR Chapter 10, Section 1005.1 (a-d) complete the certification of fee exemption form attached

TO THE APPLICANT:

Please read carefully and completely before signing. A false statement on this certification requires that the Department proceed immediately to revoke the license or permit for which you are now applying and fine you \$1000.00. This certificate is required by the "CLEAN HANDS BEFORE RECEIVING A LICENSE OR PERMIT ACT OF 1996". (Effective May 11, 1996, D.C. Law 11-118, D.C. Code §47-2861 et seq.)

I, _____, certify that as of _____, I do not owe more than \$100.00 to the District of Columbia government as a result of:

1. Fines, penalties or interest assessed pursuant to the Litter Control Administration Act of 1985, effective March 25, 1986 (D.C. Code § 6-2901 et seq.);
2. Fines, penalties or interest assessed pursuant to the Illegal Dumping Enforcement Act of 1994, effective May 20, 1994 (D.C. Law 10-117; D.C. Code § 6-2911 et seq.);
3. Fines, penalties or interest assessed pursuant to the Department of Consumer and Regulatory Affairs Civil Infractions Act of 1985, effective October 5, 1986 (D.C. Law 6-42; D.C. Code § 6-2701 et seq.); or
4. Past due taxes.

I understand that if I knowingly falsify this Certification, the Department will move to revoke the license or permit for which I am applying, and to fine me \$1,000.00. I further understand that the Department may conduct an investigation to ascertain the veracity of this certification. I understand that this Certification is now required as documentation to accompany my application for a license or permit, and that by completing this Certification, I am not guaranteed that my license or permit will be approved.

Signature of Applicant

Name

Title

CERTIFICATION OF FEE EXEMPTION

Pursuant to 22DCMR Chapter 10, Section 1005.1 (a-d) states:

The Director shall exempt from payment of a fee for registration or reregistration, any official employee or agency of the District of Columbia (DC) who is authorized to do the following: (a) To purchase controlled substances; (b) To obtain the substances from official stocks; (c) To dispense or administer the substances; or (d) To conduct research, instructional activities, or chemical analysis with the substances, or any combination thereof, in the course of his or her official duties or employment.

☐ **CHECK IF INDIVIDUAL NAMED HEREON IS A DC OFFICIAL/ DC AGENCY**

The undersigned hereby certifies that the applicant hereon is an officer or employee of a local DC agency who in the course of such employment, is authorized to obtain, dispense, prescribe, or otherwise handle controlled substances.

Signature of certifying official

Date

Certifying Official's Name and Title

Name of Governmental Institution and Agency